

# **Greenwood Public Library**

## **Meeting Room Use Policy**

The Greenwood Public Library welcomes the use of our meeting room for public activities of a civic nature. Our meeting rooms are available for public programs and meetings sponsored by non-profit, civic, educational, and cultural groups. Rooms will be booked according to the following priorities:

Priority 1: Library Programming/use

Priority 2: Official meetings and programs sponsored by or conducted by Sussex County or other government entities.

Priority 3 : All other approved programming by non-profit, civic, educational, and cultural groups.

### **Use Requirements:**

- Programs and Meetings must be open to all members of the public. No admission fees or other charges are permitted.
- The organization must arrange the meeting room for its use and return it to its original arrangement before leaving. The Library does not provide custodial assistance for changing room arrangements or moving private materials.
- The organization is responsible for any damage to the facility, including replacement/repair costs.
- All facilities must be left clean after use or a cleaning fee may be assessed.
- Accidents must be reported immediately to the library staff.
- Audiovisual presentations must conform to current copyright law.
- Materials or equipment belonging to the booking organization are solely the organization's responsibility. The Library does not assume and responsibility or provide storage for private materials and equipment.
- Fastening (tapes, tacks, etc.) cannot be used on a meeting room walls, floors, or furniture.
- Advanced advertising of a program will be posted to Library rules concerning such posting. It cannot state or imply that the Library is a program sponsor unless agreed to by the Library. Program publicity may indicate location and time but cannot state or imply that the Library is a program sponsor unless agreed to by the Library.
- Promotional signage for display in the Library at the time of the program must be approved by the Library management before posting. The display of approved signage is limited to one hour prior to the program and only lasting the program's duration.
- The organization cannot use the Library's name or address as its official address, nor shall it appear on any organization's brochures, etc. as a sponsor.
- Group or organizations using Library Meeting Room must:
  - Ensure that no alcoholic beverages are served by the group or organization or its membership;
  - Enforce the No Smoking policy within the building;
  - Adhere to posted room capacity limitations;
  - Follow fire regulations - Exits must remain accessible;
  - Ensure that children/ teen meetings have adult supervision.

## **Reservation Requirements:**

- Reservation requests for the meeting room can be made between two weeks and up to six months in advance of the needed date.
- The Library reserves the right to cancel meeting room reservations.
- The organization's chief officer or other responsible person will file a Reservations Form with the library, available at the Circulation Desk. No reservations will be made or confirmed until the Reservation Form is returned to the library. Confirmation or denial of the request will be returned to the responsible person by the Library.
- When the responsible person that is responsible for the group has changed, a new form must be filed with the Library.
- Request for use of Library equipment must be made at time of booking. The organization must provide a qualified operator and assume financial responsibility for damage to or replacement of equipment.
- Organization shall report attendance numbers to the Library.
- Cancellations should be made as promptly as possible. Organizations that repeatedly do not show or cancel bookings may be denied future use of the room.

## **Prohibited Use:**

Library meeting rooms may not be used for private social purposes; the conduct of regular religious ceremonies or services; political campaign activity relating to any specific candidate; commercial concerns; any illegal activity; or any activity that in the judgment of the Library poses a threat to the life, safety, or property of any individual. The Library reserves the right to deny future Meeting Room use to:

- Groups or organizations whose previous conduct has not complied with Library Meeting Room use policies and procedures as stated; and/or
- Whose conduct has resulted in damage or interfered with other patrons' Library use.

## **Complaints:**

Problems or complaints related to this policy should be submitted in writing to the Director of the Department of Libraries.